Director of Education

Employment Opportunity
Lennox Island First Nation (Lennox Island, PE)
Application Closing Date: November 12, 2026

Lennox Island First Nation is seeking a qualified, experienced, and dedicated individual to fill the position of Director of Education.

The Director of Education is a senior leadership position responsible for the overall management, planning, administration, and continued development of education programs and services for Lennox Island First Nation. The Director of Education will provide leadership across the full education continuum, including the Band-operated school, secondary education, post-secondary education, and adult education.

The Director of Education is ultimately responsible for building and maintaining an education system that responds to the needs of Lennox Island First Nation learners while strengthening the Nation's capacity to deliver, govern and shape its own education services.

Key Responsibilities

The Director of Education will:

- Provide overall leadership and direction for Lennox Island First Nation's education programs and services.
- Oversee the operation and administration of the John J. Sark Memorial school, including supporting the principal in effective school operations, staffing, programming, and student achievement.
- Oversee programs and staff responsible for supporting Lennox Island students attending secondary schools.
- Administer and oversee post-secondary education programming and student supports, including the application of applicable education policies and funding requirements.
- Provide leadership and support for adult education, upgrading, training, and lifelong learning opportunities.
- Supervise, support, and evaluate education staff and promote a positive, professional, and collaborative working environment.
- Work with staff to establish annual priorities, work plans, goals, and measurable outcomes for education programming.
- Develop, manage, and monitor departmental and program budgets, ensuring responsible use of education funding and resources.
- Monitor funding agreements, program expenditures, reporting requirements, and available education funding opportunities.
- Liaise and maintain strong working relationships with schools, the Public Schools Branch, post-secondary institutions, government departments, funding agencies, other First Nations, and Indigenous education organizations.
- Advocate for Lennox Island students and work collaboratively with schools and other organizations to address barriers to student success.

- Support effective communication with students, parents/guardians, families, and the community regarding education programs and opportunities.
- Develop, review, and implement education policies, procedures, and programs in accordance with the direction and priorities of Lennox Island First Nation.
- Ensure education programming reflects and supports Mi'kmaq culture, language, identity, values, and community priorities.
- Identify opportunities to strengthen educational outcomes, student retention, graduation, post-secondary participation, skills development, and employment readiness.
- Prepare reports, budgets, funding proposals, and other information for the Band Administrator and Chief and Council.
- Provide advice and recommendations to Chief and Council and senior management regarding education priorities, emerging issues, risks and opportunities.
- Promote coordinated, multidisciplinary approaches involving educators, specialist, families and community services.
- Provide Chief and Council with evidence-based recommendations regarding education policy and program decisions.
- Advocate for equitable funding, services and education opportunities for First Nation learners.
- Negotiate and develop partnerships that bring resources, expertise, training and services into the community.
- Ensure appropriate records, statistics, and program information are maintained to support planning, accountability, and decision-making.
- Perform other related duties necessary to support the educational goals of Lennox Island First Nation.

Qualifications and Experience

- A Masters in Education or a related field. A combination of relevant education, training, and significant experience may also be considered.
- Demonstrated experience in an education leadership, management, or administrative role.
- Experience supervising and supporting employees and working within a team environment.
- Strong knowledge of educational systems and the needs of students at the elementary, secondary, post-secondary, and adult education levels.
- Experience developing and managing budgets, funding agreements, and program expenditures.
- Experience working with government departments, educational institutions, funding organizations, and community partners.
- Strong leadership, organizational, communication, problem-solving, and decision-making skills.
- Ability to build positive relationships with students, families, staff, community members, and external partners.
- Strong report writing, planning, policy development, and administrative skills.
- An understanding of First Nations education, Indigenous education priorities, and the importance of culturally responsive education.
- Knowledge and understanding of Mi'kmaq culture, traditions, and community values would be considered a strong asset.

- Experience working within a First Nation community or Indigenous organization would be considered an asset.
- Knowledge of curriculum frameworks and underpinning philosophies.
- Provide satisfactory clearance of criminal record and educational verification checks.
- Valid driver's license and reliable transportation and willing to travel.

What We Offer:

- **Salary:** Will commensurate with education and experience.
- **Benefits:** Comprehensive benefits package available after a three-month probation period.
- The opportunity to make a meaningful impact within the Lennox Island First Nation community.

Additional Information:

- Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.
- Successful applicants must provide a criminal record check.

How to Apply:

Interested applicants are invited to submit a **cover letter and résumé**, including references, outlining their education, experience, and suitability for the position.

Please send your cover letter and resume to:

📧 **resumes@lennoxisland.com** with Job Title, "Director of Education" in the subject line.

or
📍 Drop off in person at:
Lennox Island First Nation Band Office Reception
Attention: Band Administrator- Director of Education Position
2 Eagle Feather Trail, Lennox Island
Lennox Island, PE C0B 1J0